

## EXECUTIVE COMMITTEE ON PROCUREMENT REFORM

### MINUTES OF MEETING

JUNE 1, 1982

1. The initial meeting of the Executive Committee on Procurement Reform was held at 10:00 a.m. on June 1, 1982, in Room 9104 of the New Executive Office Building. Purpose of the meeting was to: (1) review the proposed organization and planning for the implementation of Executive Order 12352, and (2) review the proposed Model Charter for Procurement Executives. Attendees - Procurement Executives (or alternate) of the eight largest procuring agencies and the special representatives of the Small Business Administration and the Office of Personnel Management - are listed in Attachment 1.
2. The agenda for the meeting is appended as Attachment 2. Notebooks containing the documents for discussion as indicated by the agenda were distributed to the attendees on May 28, 1982.
  - a. Following are the principal points made by Mr. Sowle in his opening remarks:
    - o This group is an Executive Committee of the Federal Procurement Executives' Council (FPEC). Will meet every month or so, with preset agenda. FPEC will continue to meet, but less frequently.
    - o General purpose and functions are covered in the charter.
    - o In addition, this Committee should be a sounding board for OFPP initiatives, legislative needs and a forum for exchange of ideas and discussion of policy issues.
  - b. Discussion following the opening remarks:
    - o The way the Committee was formed -- i.e., by OMB Memorandum rather than by the FPEC. However, there was general agreement that an Executive Committee is needed.
    - o Membership. All agreed that this should be a Committee of Procurement Executives, and that they would be expected to participate whenever possible. However, the charter should provide for an alternate who could speak for the Procurement Executive when the Procurement Executive could not attend.
3. Darleen Druyun of OFPP, Executive Secretary of the Committee, gave a briefing which covered the agenda items. The briefing charts are appended as Attachment 3. Principal points of discussion were the following:
  - a. Executive Committee's Charter:
    - o "Purpose" needs to be more specific. For example, it is unclear to whom "guidance and broad policy review" is to be provided.

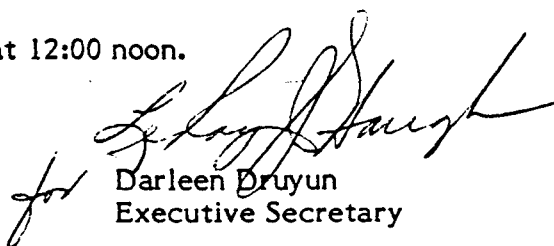
b. Activities of the Committee:

- o Question was raised whether formal task group charters are necessary. Agreed that they are. Charters will define the purpose, scope, authority, and agency support to accomplish the tasks. Detailed plans will flow from the task listing.
- o Divergent opinions among Committee members will be fully aired. The purpose of this whole effort is to furnish guidance to Agency Heads in implementing the Executive Order and advise OMB on the progress for the periodic reporting to the President, not to dictate what the agencies should do.
- o Committee role vis-a-vis Task Groups. The Committee will review the TG charters and provide advice and guidance to the TGs.

c. Approval of Task Group Chairmen:

- o Civil agencies unable to nominate a chair for most task groups because of the rank/grade criteria. To provide agency balance, agreed that task groups on Simplifying Small Purchases (#5) and Career Management Programs (#6) would be chaired by DOD representative, with vice chairperson from GSA.
- o Previously proposed task groups on Establishing System Criteria, Standards for Competition and Certifying Systems were consolidated into single TG. DOD nominees to chair separate TGs were approved as chair and vice-chair of consolidated TG.
- o OMB (Financial Management) is already chairing a task group to implement P.L. 97-177 (Timely Payments). However, the committee decided that a procurement group was needed as well. Accordingly, agencies will nominate representatives for such a task group to interface with the existing OMB task group. Mr. Mathis, OFPP contact on the OMB group, will coordinate this effort.
- o Completion of the FAR should not be listed as a Task Group effort in the same sense as the other TGs will function. This is an ongoing joint DOD/GSA/NASA effort, and a Memorandum of Understanding is being prepared to ensure successful completion.
- o Nominations approved to chair the following Task Groups:
  - Establish Clear Lines of Contracting Authority
  - Establish Government-wide System Criteria
  - Reduce Administrative Costs and Burdens
  - Simplify Small Purchases
  - Career Management Programs

- o A Memorandum will be sent from OMB to Agency Heads in the next few days requesting nominees from procurement and other disciplines for a task group on balancing needs and priorities.
  - d. Other Implementation Plans
    - o Each task group will be briefed next week, on the implementation plans in general and with respect to its particular responsibility.
    - o A private sector briefing (approximately 35 associations) is scheduled for the week of June 14. Committee members are invited.
    - o A public hearing is planned in Nov 1982.
  - e. Periodic Reports:
    - o Task Groups should establish means of measuring improvements and reporting results, to facilitate compliance with reporting requirements to the President in accordance with E.O. 12352.
  - f. Status of 1102 Classification Standards:
    - o OPM advised the standards would be sent to agencies for review and that agencies would be invited to a final "markup" session.
  - g. Draft of Procurement Executive's Charter:
    - o Agreed to add a definition of procurement. The phrase "how needs are described" will be clarified.
    - o Charter should recognize importance of grants function in some agencies, and that Procurement Executive, at agency discretion, may also be the person responsible for grants policy.
    - o Transmittal letter with final charter should require appointment of Procurement Executive within 60 days and report name to OMB.
  - h. Next meeting of the Committee July 14, 1982.
    - o Briefings by Task Group Chairpersons.
    - o Briefing on status of FAR.
4. The meeting was adjourned at 12:00 noon.

  
for Darleen Druyun  
Executive Secretary

Attachments